You also must file your answer or motion with the court.

## UNITED STATES DISTRICT COURT for the \_\_\_\_\_ District of \_\_\_\_\_ *Plaintiff(s)* v. Civil Action No. Defendant(s) SUMMONS IN A CIVIL ACTION To: (Defendant's name and address) A lawsuit has been filed against you. Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are: If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint.

 Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

	This summons for (nat	me of individual and title, if any			
was re	ceived by me on (date)				
	☐ I personally served the summons on the individual at (place)				
	1		on (date)	; or	
	☐ I left the summons	at the individual's residen	nce or usual place of abode with (name)		
	, a person of suitable age and discretion who resides there,				
	on (date), and mailed a copy to the individual's last known address; or				
	☐ I served the summe	ons on (name of individual)			, who is
	designated by law to accept service of process on behalf of (name of organization)				_
			on (date)	; or	
	☐ I returned the sum	mons unexecuted because			; or
	☐ Other (specify):				
	My fees are \$	for travel and \$	for services, for a total of \$		
	I declare under penalt	y of perjury that this infor	mation is true.		
Date:					
			Server's signature		
			Printed name and title		
			Server's address		

Additional information regarding attempted service, etc: